

## **GUIDELINES FOR VARIANCE FOR ADMINISTRATOR OVER MORE THAN ONE FACILITY**

1. The administrator holds a full residential care administrators license from the Idaho Bureau of Occupational Licensing;
2. The facilities are not located more than fifty (50) miles from the city in which the licensed administrator resides;
3. No facility has received a core issue deficiency within the past two years;
4. Each facility has corrected and sustained correction of non-core issue deficiencies cited on previous surveys;
5. The total number of facilities the administrator will act as administrator for does not exceed four (4);
6. The total number of beds for which the variance is requested does not exceed eighty (80);
7. The request for a variance must include a high level plan of operation (Idaho Code 39-3321) including, at a minimum:
  - An organizational chart;
  - A description of the lines of authority; and
  - A description of responsibility for supervision and notifications when the administrator is not in the building.
8. The administrator is to sign and return the [attestation form](#).